

Building Space & Design

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| OFFICE AREA | <ul style="list-style-type: none">➤ Work stations are designed to maintain social distancing guidelines➤ Face coverings must be worn at all times in multiple use offices.➤ Employees will use virtual meeting tools, including phone and virtual teleconference, instead of in-person meetings when possible.➤ Plexi glass was installed on the front desk.➤ Personnel must wear acceptable face coverings when in common use areas.➤ Copies should be requested the day before to avoid leaving the classrooms. |
| BREAK ROOMS | <ul style="list-style-type: none">➤ Break room is discontinued for the duration of the pandemic.➤ Staff members are advised to take their lunch and breaks in their classrooms or outside at the picnic table on the back of the building.➤ Staggered break schedules may be utilized to assist with separation concerns.➤ If staff wish to take breaks together, they must do such in a large space or outside, where a minimum 6 feet of separation can occur. |
| RESTROOMS | <ul style="list-style-type: none">● All bathrooms regardless of size will be limited to one person at a time.● When a student must be assisted in the use of the lavatory, the adult present must be wearing all applicable PPE including gloves, a face covering and |

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| | <p>when medically applicable, the student will be wearing a proper face covering as well.</p> <ul style="list-style-type: none"> ● Signage will be posted on entry indicating one person at a time. ● Touchless soap dispensers will be placed at each sink when possible. ● Paper towels will be available for hand drying. |
| HALLWAYS | <ul style="list-style-type: none"> ● All individuals shall allow for adequate space between when traveling in the same direction. |
| CLASSROOMS | <ul style="list-style-type: none"> ● Occupancy in each classroom will be as per specifications of the state mandates of 15 children max with no limit for adults. ● Teachers and support staff will be required to wear a proper face covering; mask breaks will be provided. ● Where possible special teachers and lunch relief staff will travel to the classroom to provide instruction. ● Restrict items in the classroom: <ul style="list-style-type: none"> ○ Remove any excess furniture. ○ Remove any soft surfaces that are difficult to disinfect such as bean bags and Soft fabric chairs. ○ Small reading nook use should be discontinued unless: <ul style="list-style-type: none"> ■ limited to one person at a time. ■ Cleaned and disinfected routinely |

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| | <ul style="list-style-type: none"> ● Sharing of materials such as books art supplies or toys may need to be discontinued if adequate disinfection cannot be achieved. |
| <p>WELL ROOM</p> | <ul style="list-style-type: none"> ● A room in the building will be identified as the well room. ● Students who present with symptoms of illness will be seen in this room and kept here to reduce risk of transmission. ● Temperature checks will be conducted prior to entry by the health monitor. ● Individuals with symptoms representative of COVID-19 will be immediately isolated to reduce risk transmission. Parents/guardians will be contacted. |
| <p>FRONT DESK/VESTIBULE</p> | <ul style="list-style-type: none"> ● The reception area will serve as the primary location for accounting for all individuals entering and exiting the building. ● Plexiglass barriers will be installed to protect all individuals. ● Floor demarcations have been installed to indicate where visitors will stand to maintain social distance. ● Reception areas have had seating removed or adequately spaced to provide at minimum of 6 feet of separation. ● Frequently touched materials have been removed. |

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| | <ul style="list-style-type: none">● Cleaning and disinfection of computers and keyboard will be frequent ○ Keyboards should be wiped and disinfected before and after each use. ○ Keyboard covers may be utilized to aid in the cleaning and disinfection process.● Staff and students should be instructed to sanitize hands prior to and after touching frequently touched surfaces.● Portable hand sanitizing stations will be installed in the main entrance of the building. |
| VENTILATION | <ul style="list-style-type: none">● Spaces where fresh air is limited due to original building systems, fresh air will be made available through sporadically opening back doors. Options for replacement and modification to existing systems will be explored.● Frequent maintenance and inspection of the systems will occur to mitigate extra strain on systems. |